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Governor

Talauega E.V. Ale
Lieutenant Governor



Lynn Pulou-Alaimalo
Director

Max Tuitele
Deputy Director

Faagau Steve Lefiti
Deputy Director,
Employee Development & Training

**AMERICAN SAMOA GOVERNMENT
DEPARTMENT OF HUMAN RESOURCES
PAGO PAGO, AMERICAN SAMOA 96799**

JOB ANNOUNCEMENT

Job Title: ERAP COMPLIANCE OFFICER	Posting Date: November 19, 2021	Serial No. 216-21
Department/Division: Commerce/Urban Planning and Development	Closing Date: December 23, 2021	Announcement No. 157-21
Type of Position: <i>Temporary Appointment</i>	Posting Type: Employment Opportunity/ Open to the Public	Pay Grade and Salary Range: GS-09/\$16,467 - \$41,817 p.a.

General Description: This position is under the direction of the Department of Commerce Director and supervision of the ERAP Coordinator. The Department of Commerce ERAP Compliance Officer position provides compliance support to the ERAP Coordinator

Key Duties and Responsibilities:

- Maintain and update ERAP compliance policies and procedures
- Assign each ERAP application/case to relevant staff via ERAP system portal
- Provide support and recommendations to ERAP Coordinator in review of all ERAP applications
- Conduct site visits to rental units to confirm occupancy and complete site visit report detailing condition of rental unit
- Work in close collaboration with the Assistant Directors and the ERAP Coordinator to complete all programmatic requirements per federal regulations
- Ensure proper monitoring and oversight controls are in place for ERAP and other Urban & Planning Division grant programs when necessary
- Work with Finance Division to ensure timely payment to landlords and utility companies
- Work closely with program consultants when necessary to verify data collected in system portal
- Draft routine correspondence to clients/applicants for Director's signature
- Perform any other duties as required by Director, Assistant Directors, Assistant Deputy Director or the ERAP Coordinator

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

Knowledge, Skills and Ability:

- Must have knowledge in rental housing and/or home renovations

This is an Equal Employment Opportunity Employer

Academic and Experience Requirements:

- Applicant must have an associate degree in related field from an accredited college plus 4 years of work related experience
- Years of progressively responsible working experience may be substituted for portion of the academic requirement if not met.
- Salary will commensurate with degree and experience

Complete information concerning this vacancy may be obtained from the Personnel Division of the Department of Human Resources, or please contact the Recruitment unit at 633-4485/633-4000.

Fa'afetai tele,



Lynn Pulou- Alaimalo
Director, Department of Human Resources